

## **MILWAUKEE COUNTY CHECKLIST FOR STIPULATIONS**

**Fees: NONE**

- Please print all information in blue or black ink.
- Complete the caption, showing the case number and names of both parties.
- Choose which parts of the stipulation apply to what you want to do. Child support changes are section 1, legal custody changes are section 2, physical placement changes are section 3, and any other changes should be written in section 4.
- Make sure that any section in which you are making changes is filled out **COMPLETELY**.
- If you are changing the amount of child support being paid per month and either party receives public benefits (like food stamps, medical assistance, child care assistance), then you **MUST** get approval of the change in **Room 101** (Child Support Enforcement). You do not need to do this if you are only seeking changes in custody, placement, or arrears owed to a parent.
- Both parties must sign, print name, and date on page 3.
- After both parties have signed, make 2 copies of the whole agreement.
- Prepare 2 stamped envelopes, one addressed to each party (this is how you will get the order back after it is signed by the court).
- Take or send the original and 2 copies of the stipulation and the 2 self-addressed, stamped envelopes to **Room 707**, Office of the Family Court Commissioner, 901 N. 9<sup>th</sup> St., Milwaukee, WI 53233.